



BUILDING RENTAL and ALCOHOL CONSUMPTION PERMIT
218.730.4305



| | | |
|-----------------------------|---|--------------|
| Location: | Date: | Day of Week: |
| Type of Activity: | Time: _____ am/pm to _____ am/pm Attendance: _____ | |
| Contact: | H Phone: | |
| Address: | W Phone: | |
| City: State: Zip: | C Phone: | |
| Organization: | E-mail: | |
| City Building Contact: | Phone: | |
| Applicant Signature: | Date: | |

BOTH THE FRONT AND BACK OF THIS FORM MUST BE SIGNED BEFORE IT CAN BE APPROVED

**THIS FORM WILL SERVE AS THE BUILDING RENTAL AND ALCOHOL CONSUMPTION PERMIT,
ONCE SIGNED BY AUTHORIZED CITY OF DULUTH PERSONNEL**

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| <p>2013 FEES (Fees are set by City Council Resolution)</p> <p>BUILDING RENTAL PERMITS</p> <p>Meetings: \$20 per hour (12 or less)</p> <p>Youth Birthday Party: \$50 4-hour time slot (youth 16 & under)</p> <p>Youth Recreation Program Special: \$50 4-hour time slot</p> <p>Other Events: \$70 first hour \$25 for each additional hour</p> <p>Event Set-Up: \$20 per hour</p> <p>Deposit: \$100 without alcohol \$200 with alcohol</p> | <p>ALCOHOL CONSUMPTION PERMIT (please review attached guidelines if having alcohol)</p> <p>Permit Fee: \$100</p> <p>Security needs are determined by the Duluth Police Department</p> <p><u>Please write two checks:</u> payable to "City of Duluth" - one for rental and alcohol fees - one for the deposit <i>deposit check will be returned upon satisfactory inspection of building</i></p> |
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|---|-------|
| Approved by Parks & Recreation Division Manager: | Date: |
| Approved by Duluth Police Dept Licensing Agent: | Date: |

| | | |
|---|-------------------|---------------------|
| <u>FOR OFFICE USE ONLY</u> Private _____ For-Profit _____ Non-Profit _____ Open Bar _____ Cash Bar _____ | | |
| Fees: Hourly _____ Alcohol _____ Deposit _____ | Check #: | Deposit Check #: |
| Total Amount Due: \$ _____ Amount Paid: \$ _____ | Receipt #: | Deposit Receipt #: |
| Key Deposit (\$20 due, if taking key without making building deposit): | Deposit Returned: | |

Rules Governing the Use of a City Facility

1. Signed permit shall be in permittee's possession when using permitted facility.
2. When in the permitted facility, the organization and its representatives shall be responsible for the conduct and safety of all present.
3. The area shall be left in an orderly condition; all trash and other debris deposited in the proper receptacles.
4. Motorized vehicles of any type may not be driven on or parked upon any off-the-road area.
5. All City ordinances must be followed during use of the area.
6. Permit fees are non-refundable and non-transferable from one day to another.

BUILDING USE HOLD HARMLESS

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Applicant Signature

Date

Name/Organization Applicant is Representing

Please return this form with the fees to:

**City of Duluth Parks & Recreation
Attn: Building Rentals
Ground Floor – City Hall
411 West First St
Duluth MN 55802**

ALCOHOL GUIDELINES

Privately Hosted Events

- ▶ this type of event is hosted by a private citizen(s)
- ▶ this type of event requires
 - \$50/park or \$100/building alcohol consumption fee to be included with the reservation fee
 - cash bar - must be catered by a restaurant with a caterer's permit
 - a copy of the contract with the restaurant to be submitted with the reservation application

Business/Company/Club Hosted Events

- ▶ this type of event is hosted by an organized club or for-profit business or company
- ▶ this type of event requires
 - \$50/park or \$100/building alcohol consumption fee to be included with the reservation fee
 - a caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who provides both the food and alcohol
 - a copy of the contract with the restaurant to be submitted with the reservation application

Non-Profit Hosted Events

- ▶ this type of event is hosted by a non-profit organization
 - \$50/park or \$100/building alcohol consumption fee to be included with reservation fee
 - if cash bar - a Temporary Liquor License must be secured
 - call the City Clerk's Office at 218.730.5500 for details on the above permit/license required
 - a copy of the permit or license must be submitted with the application

Security Requirements

Buildings & Parks

- ▶ applications for alcohol consumption must be submitted at least 30 days prior to the event
- ▶ pending review of your application by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed
- ▶ you will be notified of the decision and must submit confirmation of securing an officer(s) prior to your event permit being issued
- ▶ *buildings*: alcohol consumption is restricted to within the building
- ▶ *parks*: alcohol consumption is restricted to within 50 feet of the existing shelter or designated area if a shelter does not exist

- If a licensed peace officer(s) is required, please contact Officer Jim Hansen at 218.730.5622 or by email at jhansen@duluthmn.gov
- Go to http://www.duluthmn.gov/police/hiring_an_officer.cfm for further information and to print the application for hiring licensed peace officers employed by City of Duluth

Sections of these policies are enforceable by City Ordinances and State Statutes:

- ▶ Duluth City Code: Chapter 8
- ▶ MN State Statute: 340A101, 340A.414